

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 2em; font-weight: bold; margin-left: 10px;">SAMPLE</div> <div style="text-align: right; font-size: 0.8em;"> 1. DATE OF REQUEST (YYYYMMDD) 1 OCT 01 </div> </div> <div style="text-align: center; font-size: 0.8em; margin-top: 5px;"> (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.) </div>							
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial)		3. SOCIAL SECURITY NUMBER		4. POSITION TITLE AND GRADE/RATING			
MOUSES, MICKEY Z.		123-45-6789		FINANCIAL MANGER, GS-12			
5. LOCATION OF PERMANENT DUTY STATION (PDS)			6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code)		
RANDOLPH AFB, TX 78150-1111			AFPC/DPKD		210-565-5555		
8. TYPE OF ORDERS		9. TDY PURPOSE (See JTR, Appendix H)		10a. APPROX. NO. OF TDY DAYS (Include travel time)		b. PROCEED DATE (YYYYMMDD)	
ROUTINE		SEMINAR FOR NEW MANAGERS START DATE 6 OCT - ENDING DATE 10 OCT		7		2 OCT 01	
11. ITINERARY							
FROM: RANDOLPH AFB, TX TO: SHEHERDSTOWN, WV RETURN TO: RANDOLPH AFB, TX							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL TAXI OTHER
						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. b. OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST						15. ADVANCE AUTHORIZED	
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL	
\$110.00		\$350.00		\$250.00*		\$460.00/\$250.00*	
							\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)							
The following item(s) applies to the Civilian Career Program Standardized Travel Order Back date 1 March 2004. Items 1, 2, 3, 5, 7, and 10. START DATE 6 OCT - ENDING DATE 10 OCT. Item 8 is mandatory for all Management Development Courses, the standardized back will be submitted and filled in as follows: Registration/admission fees in the amount of \$prepaid are approved IAW JFTR Vol I, para U4535 (military) or JTR Vol II para C4707 (civilian). These fees cover cost of <u>all</u> meal(s) and <u>all</u> night(s) lodging. (If fee does not cover meals and/or lodging, so state. If item(s) 4, 6 and/or 8 are used submit back with appropriate information filled in When having unit funded items (rental car) enter amount as shown above in 14c. OTHER and break out cost as shown above in 14.d TOTAL. Enter information in block 19 Accounting Classification. Cross over TDY (starts in one FY01 and goes into the next FY02) you must break and asterisk the next FY02 amounts. Block 14a. PER DIEM \$110.00/100.00* and 14d. TOTAL \$340.00/\$100.00*. Block 14b. Travel is the FY you start TDY in. Enter information in block 19 Accounting Classification.							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)			
TRAVELER'S SUPERVISOR MUST SIGNED				CAREER PROGRAM CHIEF OR DESIGNATED REPRESENTATIVE			
AUTHORIZATION							
19. ACCOUNTING CITATION				*UNIT FUNDED RENTAL CAR - 5713400 301 43XX 8X16XX 03 409 660700			
DEPARTMENT OF THE AIR FORCE (NOTE: YOUR ACCOUNTING & FINANCE OFFICE INFO GOES HERE--SAMPLE BELOW) 12 CPTS/FM RANDOLPH AFB, TX 78150-4444 TDN: FOR THE COMMANDER				AFPC/DPKD will provide the accounting classification for TRAVEL & PER DIEM Costs ONLY			
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)				21. DATE ISSUED (YYYYMMDD)			
				AFPC/DPKD WILL DATE			
				22. TRAVEL ORDER NUMBER			
				AFPC/DPKD WILL ASSIGN			

PRIVACY ACT STATEMENT
(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702 and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

Civilian Career Programs Standardized Travel Order Back
Dated 1 March 2004

THE FOLLOWING STATEMENTS APPLY ONLY WHEN LISTED BY NUMBER IN BLOCK 16 (FRONT):

1. Meal reimbursements will be based on the availability of government quarters; contact the Base Billeting Office. All travelers will be required to pay surcharge at the on-base dining facility. (Civilians cannot be directed to use government messing).
 - a) Government meals are not available or directed (Government rate).
 - b) One or two meals are available and directed (Proportional rate)
 - c) Government meals are available, but are not directed (Locality rate).
 - d) All meals are provided (**SEE PARA 8 BELOW**)
2. Government procured transportation directed: Report to the Transportation Office ASAP. Failure to procure transportation through Transportation Office when directed would result in non-reimbursement of travel expenses.
3. When TDY to a military installation, contact the Base Billeting Office to ascertain that government quarters are/are not available. Per Diem will be based upon the availability of government quarters.
4. **APPROVAL MUST BE OBTAINED FROM AFPC/DPKD BEFORE USING THIS ITEM.** Special authorization for Travel Order # TJ-_____ is required for mission accomplishment. Cost of Special authorization has been reviewed and is justified as "more" advantageous to the Government or necessary for mission accomplishment. The cost comparison must be attached.
 - a) Privately Owned Conveyance (POC) has been determined more advantageous to the government.
 - b) Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around the duty station is authorized. (When driving privately owned vehicle (POV))
 - c) Excess baggage of _____ piece(s) _____ lbs. is authorized.
 - d) Hire of special conveyance for use within area of TDY station authorized as more advantageous to the government.
 - e) Hire of special conveyance from permanent duty station to TDY station and return is authorized as more advantageous to the government.
 - f) Hire of special conveyance for use to/from the airport is authorized as more advantageous to the government.
 - g) Travel by POV is authorized for the traveler's convenience. Per Diem will not exceed that paid over a similarly traveled route by common carrier. Excess travel time will be charged to leave. Estimated travel request (TR) cost from duty station to TDY location (**see block 11**) and return to duty station is (**see block 14**).
5. Travel Card Statement:
 - a) Assistance with charge/ATM card can be obtained by calling the 1-800 number on the back of your travel card.
 - b) IAW Public Law 105-264, use of the GTC is mandatory for all authorized expenses unless otherwise exempted under the specific provisions detailed in para E of the TTRA.
6. Member is authorized _____ day(s) of leave before and _____ day(s) after TDY. LEAVE ADDRESS: _____
EMERGENCY PHONE NUMBER: _____
7. Member **MUST** submit a travel voucher to your local servicing finance office within 5 workdays after completion of travel.

TRAVELERS MUST SEND THEIR PAID VOUCHER to the respective career program (see address below) within 30 days
(Note: **To include airline ticket receipts if not paid with your government travel card**).

AFPC/DPK _____, 555 E Street West, Suite 01, Randolph AFB, TX 78150-4530

8. Registration fee is approved on _____ (date) in the amount of \$ _____ which: (a) covers cost of _____ meals and _____ nights lodging at \$ _____ per night, (b) covers no meals or lodging.
(Authority: JTR C4708 (civilian), JFTR, U4535 (military)).
9. Member is authorized an advance pay for this TDY.
10. Travelers using Career Program funding should ensure that their baggage size and weight (including number of bags) are within the limits of the Airline carrier. A Special Authorization is needed prior to traveler going TDY if excess baggage is an allowance based on course requirements

PLACE THE FOLLOWING INFORMATION ON THE FRONT OF ALL TDY ORDERS

"The following item(s) applies to Civilian Career Programs Standardized Travel Order back dated 1 March 2004. Items 1?, 2, 3, 5, and 7.

****FAX IN THE ACTUAL BACK ONLY WHEN ITEMS 4, 6 OR 8 APPLIES**
ITEM 8 will apply for OPM Management Development Course behind the \$ type prepaid